

Great Lakes Guardian Community Fund - 2013

Information Session Presentation

A series of five horizontal lines spanning the width of the slide. From top to bottom, the colors are dark brown, olive green, light green, white, and light green.

Ministry of the Environment

Outline

- What is the Great Lakes Guardian Community Fund?
- What happened in 2012 and what is new?
- What kinds of projects are eligible?
- How are projects selected?
- What are tips for completing the application?
- Where to get more information?
- Questions?

What is the Great Lakes Guardian Community Fund (GLGCF)?

- Ontarians want to enjoy healthy, vibrant Great Lakes that are drinkable, swimmable and fishable, now and in the future
- Through the GLGCF, community groups can apply for grants for local projects that help restore their own corner of the Great Lakes
- \$1.5 M is being provided this year in grants of up to \$25,000 per project
- Applications must be received by **April 26, 2013 5:00 p.m. EDT**

What happened in 2012?

- In 2012, we received ~400 applications and awarded 80 grants. Funded projects include:
 - Friends of Medway Creek and the Upper Thames River Conservation Authority planting native trees and shrubs to reduce erosion and improve water quality
 - The 9th Pickering Scouts removing garbage from streams
 - Ontario Streams protecting and restoring Atlantic salmon in the Credit and Humber River watersheds by improving access to spawning habitats and stocking rivers with salmon

Why should you submit an application?

- You have an environmental project that takes place in the Great Lakes and St. Lawrence River Basin
- You are interested in improving the Great Lakes and St. Lawrence River Basin
- Your organization is eligible or you or your organization could collaborate with an eligible organization
- The ministry is ready to help you submit the best application

What's new?

This year some of the eligibility requirements have changed:

- Projects must have a direct environmental benefit
 - Projects that create or enhance trails are eligible; however, must have a direct environmental benefit
 - Projects primarily focused on education and outreach are not eligible
- Ineligible projects include those:
 - Requiring an individual or class environmental assessment (unless already completed or a class EA category A project)
 - Occurring exclusively within provincial parks
 - That are granting programs
- Ineligible costs include:
 - Permanent staff costs, except for employees of applicants that are First Nation and Métis communities and organizations
 - Travel costs

What's new?

- There is a new application form
- The evaluation process is different
 - Applications will be evaluated all together at the end of the application period
 - The evaluation criteria have changed
- The application form does not include the Grant Funding Agreement
 - If your application is successful, the ministry will work with you to draft a Grant Funding Agreement
 - The template is available on our website

What kinds of projects are eligible?

- Only projects with a direct environmental benefit - those that result in measurable environmental improvements - will be funded
- Eligible projects must contribute to at least one of the following goals:
 - Protecting water quality for human and ecological health
 - Improving wetlands, beaches and coastal areas
 - Protecting habitats and species
- The project must take place in Ontario within the Great Lakes and St. Lawrence River Basin
 - Use our watershed locator on our website to determine your watershed

Great Lakes and St. Lawrence River Basin



Project examples

Protecting water quality for human and ecological health

- Strengthen riverbanks to reduce erosion
- Restore wetlands to manage the flow of stormwater runoff
- Use traditional ecological knowledge to improve water quality in a stream

Improving wetlands, beaches and coastal areas

- Plant native grasses to restore and stabilize sand dunes
- Rehabilitate coastal wetlands by restoring fish habitats
- Manage the impacts of pets, vehicles and shoreline washroom facilities
- Organize a series of community events to pick up litter along shorelines
- Restore wetlands using traditional ecological knowledge

Project examples

Protecting habitats and species

- Plant trees to provide shaded habitats along shorelines
- Create habitats for wetland wildlife, such as basking areas in lagoons
- Work with students to harvest and replant beach grass
- Restore traditional harvesting areas by planting native species
- Create fish spawning beds

Ineligible projects

- Projects focused primarily on education and outreach
- Feasibility studies or plans, and land-use planning
- Contaminated site remediation (e.g., sediment remediation, brownfields)
- Activities that occur exclusively within provincial parks, strictly beautification activities, and land acquisition
- Projects requiring an individual or class environmental assessment (unless already completed or a class EA category A project)
- Granting programs

Who is eligible?

- Community-based organizations (e.g. Lions Club, Guide/Scout group)
- Agricultural and land-owner focused organizations (e.g. cottage association)
- First Nations or Métis communities and organizations
- Environmental and conservation organizations
- Schools and other academic institutions
- Conservation authorities, municipalities, local services boards
 - Eligible for projects only where they join with at least one community-based organization (i.e., a civil society based non-profit organization that operates within a local community, often engaged in addressing the community's needs related to the environment, health, education, recreation, public safety; etc.)

Who is ineligible?

- Organizations that are not a legal entity
- Provincial or federal government departments, agencies, boards and commissions
- Individuals
- For-profit organizations

What costs are eligible?

Examples of eligible costs (provided they are reasonable) include:

- Materials and supplies, such as trees, shovels, and rented scientific equipment
- Marketing to promote the project
- Professional or technical expertise
- Staff or labour costs for employees hired specifically for the project or employees of applicants that are First Nation or Métis communities and organizations
 - Staff or labour costs can only amount to 20 per cent of the total grant and are limited to \$30 per hour per person
- Infrastructure costs (e.g., to enhance wetlands, manage storm water and control erosion)
- Equipment rental (e.g., back hoe, scientific equipment)

What costs are ineligible?

- Ongoing overhead, core administrative activities of organizations (e.g., rent)
- Permanent staff costs except for employees of applicants that are First Nation and Métis communities and organizations
- Insurance
- Clothing except for safety purposes
- Appreciation gifts (e.g., gift certificates for volunteers)
- Travel, accommodation, hospitality or entertainment expenses
- Pesticides
- Signage that does not provide environmental or interpretative information
- Capital expenses (e.g., vehicles, office furniture, computers, building renovations, toilets, water filling stations, greenhouses and interpretative structures)
- Costs incurred prior to the effective date of the agreement with the Province for the grant
- Refundable harmonized sales tax (HST)
- Litigation or other legal costs

How are projects selected?

Applications will be evaluated all together at the end of the application period.

Step 1: Screening

- We will let you know that we received your application
- An initial screening determines if an application is complete and meets the basic eligibility requirements

Step 2: Technical review

- Applications reviewed and scored on three evaluation criteria:
 - Environmental benefit
 - Community involvement, collaboration and leverage
 - Sound project design

How are projects selected?

Step 3: Final Selection

- After we evaluate all of the applications, we will let you know if your project is approved for funding (~Fall 2013)
- To ensure a wide variety of projects in the province, we will take into account the kind of project you are planning and your organization type

What are the evaluation criteria?

CRITERION	DESCRIPTION
Environmental benefit (40%)	<p>Projects must have a direct environmental benefit resulting in measurable environmental improvements</p> <ul style="list-style-type: none">• Your project is more likely to be funded the more it contributes to an environmental need• The more long-lasting the environmental benefit of your project and the more significant in scope, the more likely it is to be funded• We'll also be looking at the likelihood that your project will achieve its intended environmental benefit e.g., whether the planned activities are likely to achieve environmental benefits, including whether your project has the necessary contributors and resources to achieve its intended environmental benefit
Community involvement, collaboration and leverage (30%)	<p>Projects must get the community involved in restoring and protecting the ecological health of the Great Lakes</p> <ul style="list-style-type: none">• The more members of the community you can mobilize to take action, and the more contributions from others you can leverage (financial and in-kind), the more likely your project will be funded• Projects that promote collaboration among groups and organizations are more likely to be funded

What are the evaluation criteria?

CRITERION	DESCRIPTION
Sound project design (30%)	<ul style="list-style-type: none">• The better designed your project is, the more likely it is to get funding• This is what we're looking for:<ul style="list-style-type: none">• Clear and achievable objectives and sound ways to track and measure progress toward these objectives• Detailed work plans with realistic timelines and detailed budgets that include reasonable costs• We will look at the qualifications of the people who will work on the project and your organization's experience with similar projects• Our evaluation takes into account your purchasing procedures to ensure value for money. It is recommended that three quotes be obtained for materials and services over \$5000• We're looking for permits and approvals to be in place. If permits and approvals are not yet in place, we will take this into account in evaluating the feasibility of the project

How are funds distributed?

- Funding distributed in instalments based on the cash flow need of the project
- In general, one payment upon signing the agreement, another tied to a progress report, and a final payment upon project completion, review and acceptance of final report
- All funds flow through the successful applicant
 - Project collaborators do not receive funds directly from the ministry

Application tips

- Take a look at the Sample Application: provides a good idea of what we're looking for in terms of type and amount of detail
- The next section provides tips on how to fill out many of the sections of the application
- Overall: be succinct, but provide enough detail to demonstrate that project is viable, has specific deliverables, and will achieve its results

Application tips

Applicant Contact Information

- Media contact is the person who handles media relations for your organization
 - If your project is funded, we may notify media and they may wish to speak with you
- Select the one applicant category most relevant to your organization's work
- Please don't forget your postal code
- Not everyone has an Ontario Business Number – you receive this when you register your business name with the Province

Application tips

Applicant Information

- In describing your organization, be brief but do include examples of work you've done that are similar to the project you're proposing
- Let us know how long you've been around
- Tell us about other contributions you've made to protect and restore the Great Lakes

Application tips

Community-based Organization

ONLY municipalities; local services boards; municipal committees and foundations associated with conservation authorities; and conservation authorities need to complete this section. They must:

- Join with at least one community-based organization to be eligible for funding
- Describe how the community-based organization is actively working to deliver the project e.g., participating in project design, contributing a significant amount of staff or volunteer time to the project's implementation
- Attach a signed letter from the community-based organization as part of their application, setting out the role of the community-based organization in the proposed project

Application tips

Project Information

- Select the **ONE** goal to which your project will make the greatest contribution
- See our website for the watershed locator
- Your project may occur in more than one watershed

Application tips

Project Summary

- Provide a comprehensive but succinct description of what your project will accomplish
- Include its objective (what will it do) and rationale (why is it needed)
- Tell us who will be involved in delivering the project
- If it is part of a larger project, specify what activities or materials you'd like the GLGCF to fund
- In describing your key activities be specific and quantitative

Application tips

Project Information

- In describing your performance measures, show us the results you expect in terms of environmental benefits and community involvement
- Here are some examples of what we're measuring for the 2012 projects:

SPECIES AND HABITAT
Number of trees planted
Number of shrubs planted
Number of plants planted
Kg of seeds planted
Square metres of land/wetland restored, protected, controlled or created
Number of types of invasive species managed
Number of fish habitats/spawning grounds created/protected
Number of fish released
Number of species protected
STORMWATER MANAGEMENT
Square metres of land created/enhanced for improved stormwater retention/management
Litres of stormwater diverted

Application tips

Project Information

- Examples of what we're measuring for the 2012 projects (cont'd):

CLEAN-UP
Square metres of area cleaned
Garbage bags of trash collected
MONITORING AND CONSERVATION
Litres of water conserved
Number of data samples collected to monitor water quality or quantity
Number of wildlife data samples collected
VOLUNTEER INVOLVEMENT
Number of volunteer hours
Number of volunteers involved
Number of students involved
Number of schools involved

Application tips

Land Ownership

- If your project involves work on land:
 - Include a map or sketch of the project with the current layout and location of the project and the changes that will be made
 - Handwritten sketches are acceptable
 - This gives us a spatial sense of the project
 - If your project involves work on land not owned by you, a signed letter is required from all relevant landowners, agreeing that they allow access to their property for the project activities, including monitoring and maintenance, and that they will maintain the work
 - This lets us know that work you are undertaking on someone else's property has their consent and will be monitored

Application tips

Permits and Approvals

- See our website for a list of some of the permits and approvals you may need
- Please note that the list is not exhaustive - the onus is on the applicant to find out which permits and approvals are necessary
- The application period may not allow you to get all the permits and approvals you will need for the project
- Permits and approvals do not have to be in place when you submit your application
- However, if permits and approvals are not yet in place, the Province will take this into account in evaluating the feasibility of the project

Application tips

Work Plan

- Critical section of the application
- Allows you to demonstrate the project's viability
- Be realistic and detailed
- If your project is part of a larger project, highlight the activities or materials for which you're seeking GLGCF funding

Project Team Members

- Clearly describe how each team member will contribute
- If your project is part of a larger project, include the partners working on the entire project and the aspect of the GLGCF proposed project they will be working on
- Include signed letters from team members confirming participation (not including members of your organization)
 - Required because demonstrates viability of project
- Please don't include funding partners here

Application tips

Evaluation Criteria

- Take a look at each evaluation criteria in the guide. You'll see that there are 3-5 aspects to each of these criteria. Try to address every one of these aspects in your application and your chances of receiving funding will be higher
- Applications will be reviewed by Provincial experts who will take into account three evaluation criteria: environmental benefit (40%); community involvement, collaboration and leverage (30%); and sound project design (30%)

Environmental benefit

- Be specific about the environmental results the project is intended to achieve
 - Link them to an environmental need and demonstrate the positive environmental impact to the Great Lakes and St. Lawrence River Basin

Community involvement, collaboration and leverage

- Describe what you plan to do to encourage collaboration e.g., how volunteers will be recruited; and what the volunteers will be doing
- Remember to include the financial and in-kind contributions, demonstrating how you will leverage funds from GLGCF

Application tips

Budget

- Be detailed in your description of the costs
 - e.g. if purchasing trees, include size, type and cost per unit; for seeds, include type and amount; with signage, include type of material used and cost per unit
- Remember permanent staff costs are not eligible except for employees of applicants that are First Nation and Métis communities and organizations
- Remember also that travel, accommodation, hospitality or entertainment expenses are not eligible
- If your project is part of a larger one, separate costs you would like the GLGCF to cover and include information on other funding partners and their contributions to the project

Application tips

Budget

Purchasing Procedures

- Typically, the Province prefers to pay for the rental of tools and equipment only for the duration of the project
- Purchases of equipment may be approved under specific circumstances such as the equipment is being used on multiple occasions throughout the project or the total rental costs are greater than one-time purchase costs
- Costs for equipment purchased prior to the effective date of the Grant Funding Agreement with the Province are not eligible

In-Kind Contributions

- In-kind contributions are expenses or non-financial contributions that your organization or others will contribute at no cost
- Projects that promote collaboration among groups and organizations are more likely to be funded
- Include signed letters from funding partners, indicating the amount of funding secured and the activities covered

Application tips

Checklist

- We realize the application period is short, but please do your best to submit a complete application
- You'll definitely want to include signed letters from key organizations and individuals critical to project delivery, and other funding sources
 - For municipalities, conservation authorities or local service boards, a signed letter from the community based organization that is joining you is mandatory
- The more you can provide with your application, the more feasible your project will appear and the more likely it is to be funded

How and where do I submit an application?

- Applications can be submitted anytime up to **April 26, 2013** at 5pm EDT
 - Applications must be prepared using the application form available at www.ontario.ca/GreatLakesFund
 - Applicants are required to submit **both** an electronic and a hard copy of the application form. The hard copy must be signed by an authorized signing officer.
 - Please send your application
 - by email to: GreatLakesFund@ontario.ca
 - and for the hard copy:
 - by FAX to 519-826-4336
 - by scanned email to GreatLakesFund@ontario.ca
 - by regular mail to:
 - ATTN: Great Lakes Guardian Community Fund
- Ontario Ministry of Rural Affairs, Rural Programs Branch, 1 Stone Road West, 4th Floor,
Guelph, ON N1G 4Y2

How do I get more information?

- Go to www.ontario.ca/GreatLakesFund for more information and to download an application form
- Send an email to GreatLakesFund@ontario.ca or call:
In the Greater Toronto Area: 416-325-4000
Toll-free: 1-800-565-4923
TTY in the Greater Toronto Area: 416-326-9236
TTY Toll-free: 1-800-515-2759
- Attend an information session on March 14, March 26, April 10, or April 18
- Please send an email to GreatLakesFund@ontario.ca to register for an information session!

Questions?

Great Lakes Guardian Community Fund

We'll help you take action
to protect your lake

Clean up a shoreline



Protect habitat



ontario.ca/GreatLakesFund

1-800-565-4923 GreatLakesFund@ontario.ca

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